Consultant Work Practice Plans,

Guide for Medical HR Users,

NDTP – Doctors Integrated Management E-System

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NATIONAL DOCTORS TRAINING & PLANNING

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NATIONAL DOCTORS TRAINING & PLANNING

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Section 1 – Introduction to the Consultant Post Matching Module & Doctors Integrated Management E-System (DIME)

The Consultant Post Matching Module was rolled out nationally in 2017. This Module gives NDTP the ability to create Consultant posts approved by the Consultant Applications Advisory Committee (CAAC) on DIME. Employers are then able to assign Consultants to their respective posts. The recording of all posts allows for more accurate reporting at local and national level and helps to inform workforce planning decisions.

DIME is a quadripartite system which encompasses National Doctors Training & Planning, the Irish Medical Council, the Postgraduate Medical Training Bodies and Clinical Sites. The DIME system continues to be upgraded and developed on an on-going basis and currently consists of seven separate modules.

Currently there are approximately 600 service users that have access to some or all the DIME modules. These service users include Medical HR Staff, Postgraduate Medical Training Bodies and Occupational Health Departments.

In June 2025 additional functionality was added to the module which includes the ability of clinical sites to input and report on Consultant Work Practice Plans.

DIME Access Forms

In order to gain access to the DIME system an access request form including a declaration is completed by each employer/clinical site employee agreeing to the terms of use of the system.

System Access Request Forms for Medical Manpower / HR in Clinical Sites, Community Health Care Organisations and Health Regions. Completed forms should be scanned and returned by email to the DIME Team dime.team@hse.ie

The DIME System can be accessed from any PC, Laptop via the latest version of Internet Explorer or Google Chrome. Please note that Firefox browser is not compatible with the DIME System.

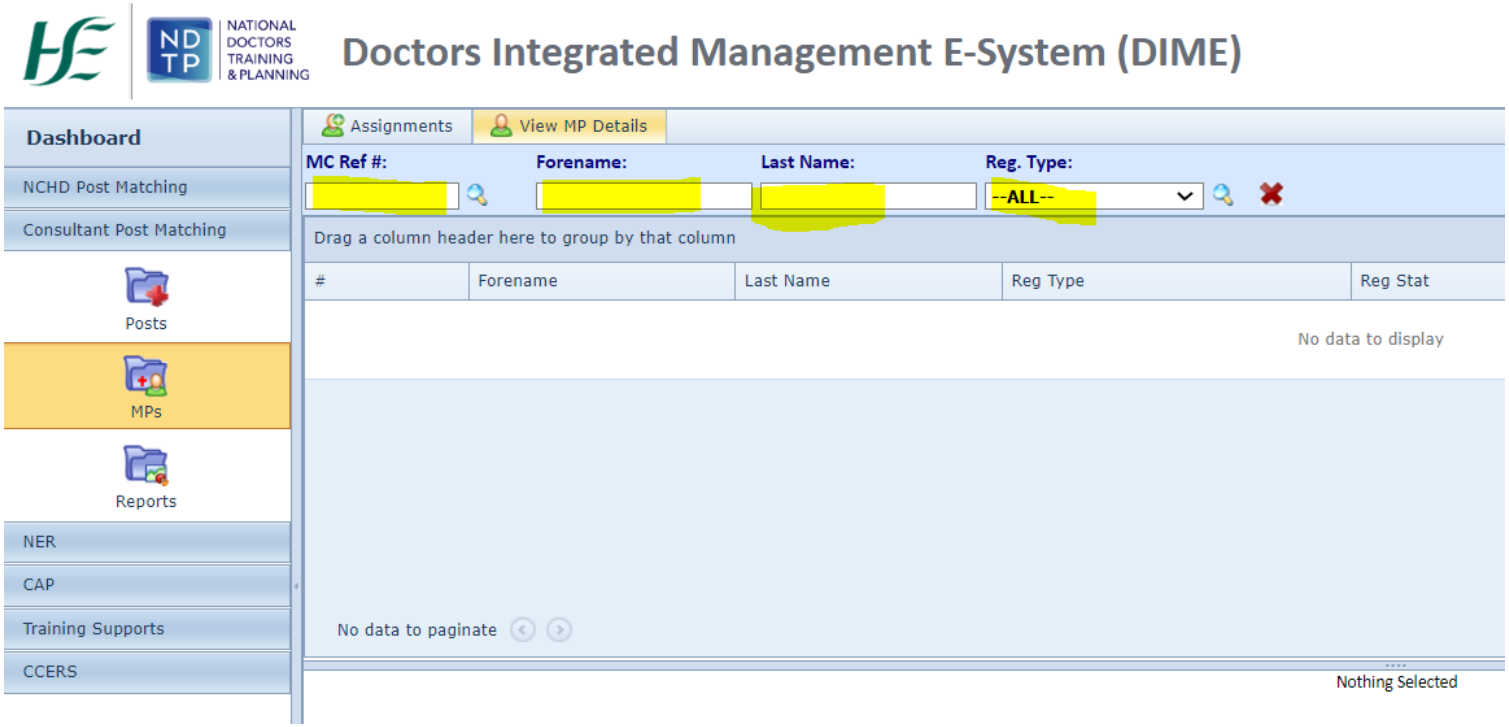
The DIME System is secure and protected by a Secure Socket Layer (SSL) certificate. The browser displays a padlock symbol which means there is a secure connection; data transferred over the internet is encrypted and not visible to third parties. On google chrome you can verify the secure connection by clicking on the symbol beside the website address.

This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons DIME Users should not allow the browser to save their password. If you have forgotten your DIME Password please email the DIME Team via email dime.team@hse.ie**

Section 2 – Add a New Work Practice Plan on DIME.

2.1 View Consultant Details

Users may view consultants that are registered with the Medical Council by clicking the medical practitioner MPs button on the left hand menu. The following screen will appear:

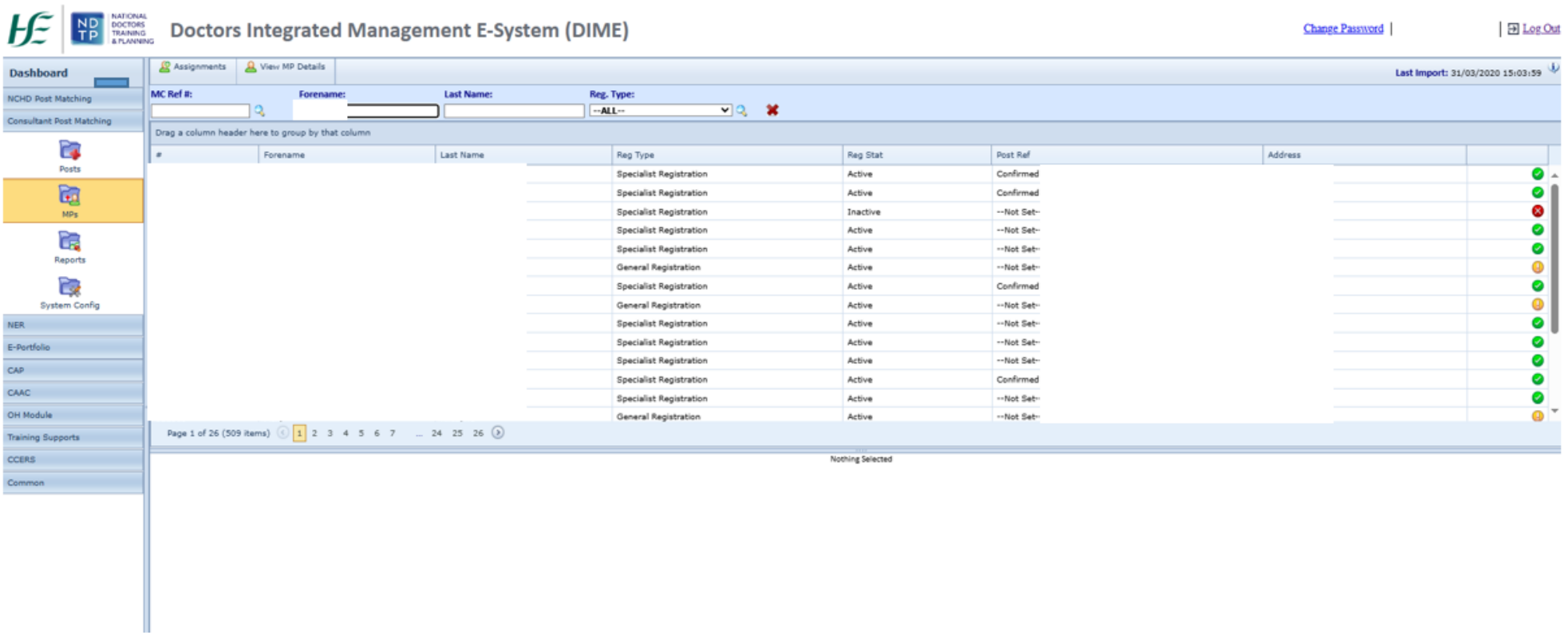


Users may search for a consultant using their Medical Council reference number or name.

To search by Medical Council reference number, insert reference number and click magnifying glass or hit return.

To search by name insert forename and/or last name and click magnifying glass or hit return.

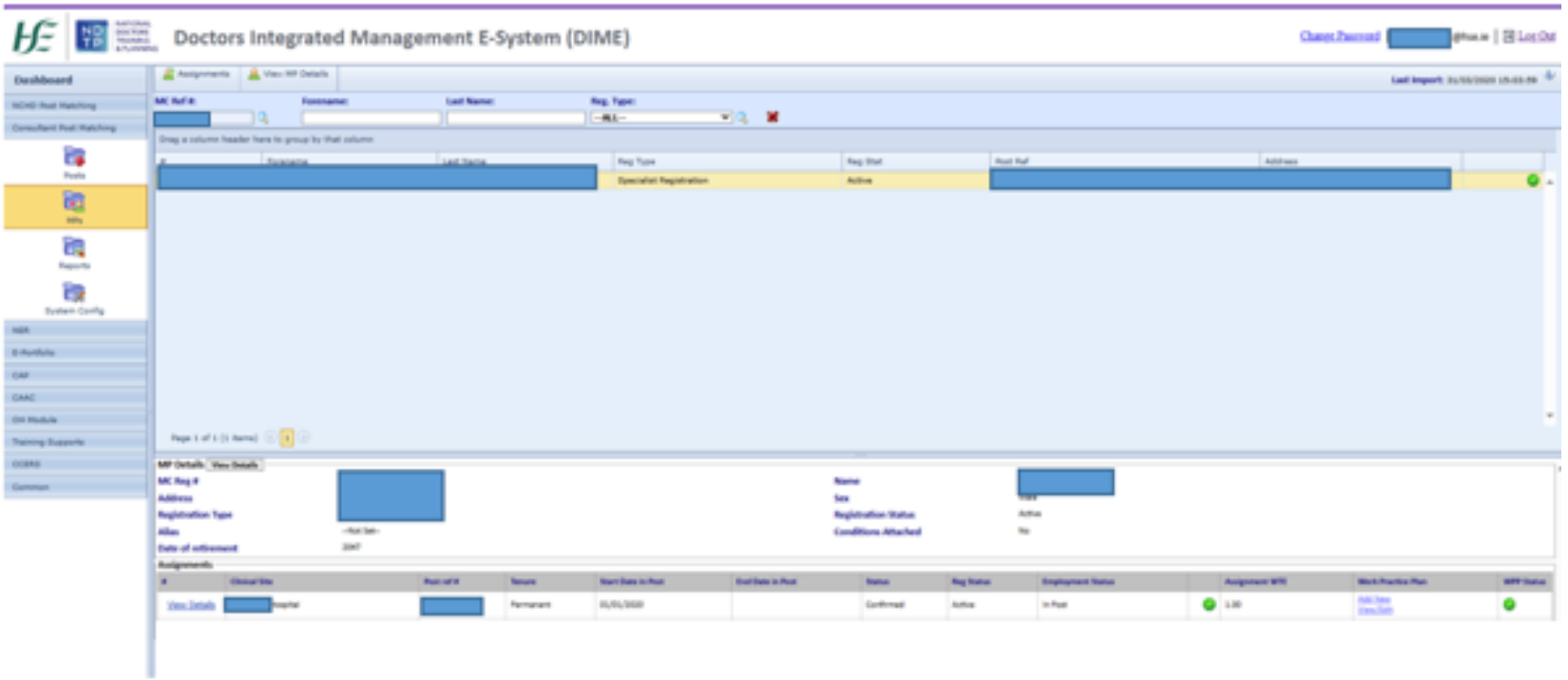
A list of all consultants that meet the criteria will appear as follows:



Double click on the relevant consultant and their details will appear in the lower portion of the screen. To view further details, click the view details button.

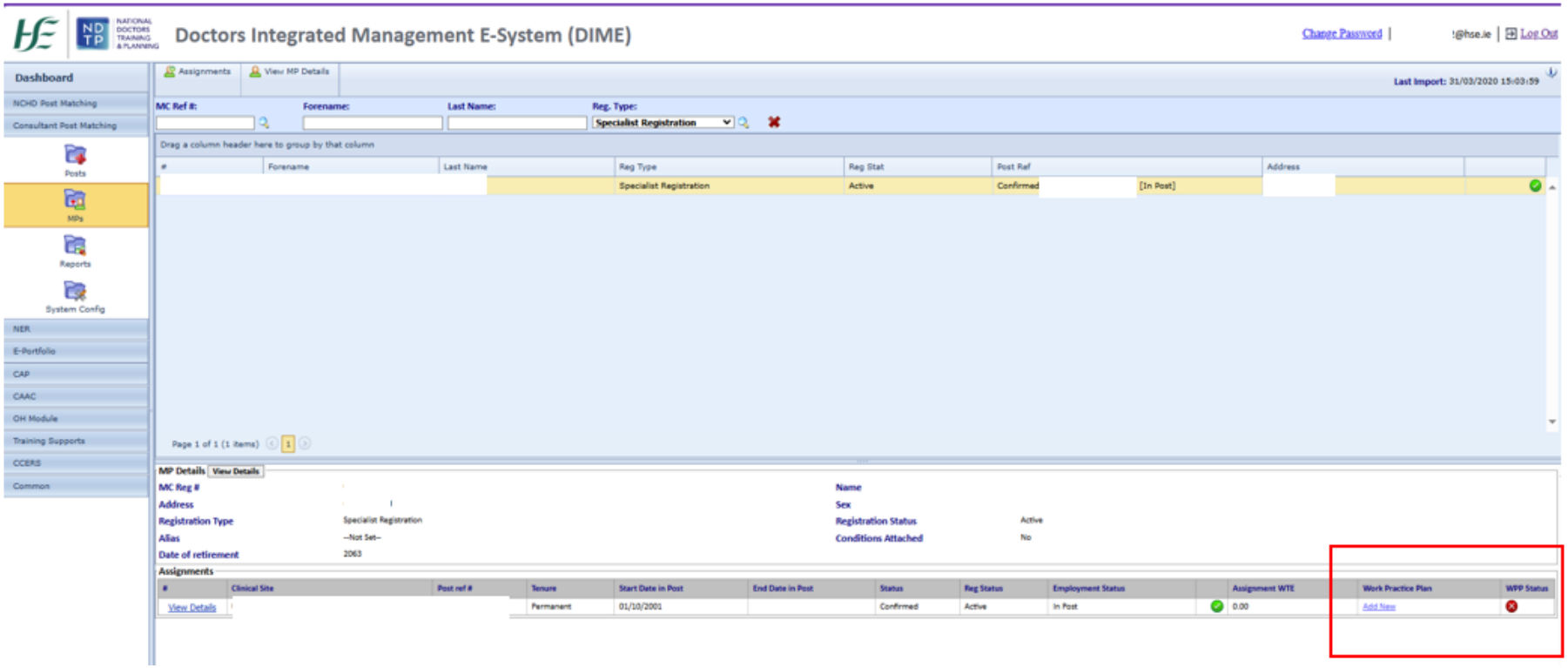
2.2 Add a New Work Practice Plan to a Consultant on DIME

To add a new Work Practice Plan to a consultant perform a search for that Consultant, select the Consultant. You will note there are two columns added to the assignment section titled 'Work Practice Plan' and 'WPP Status':

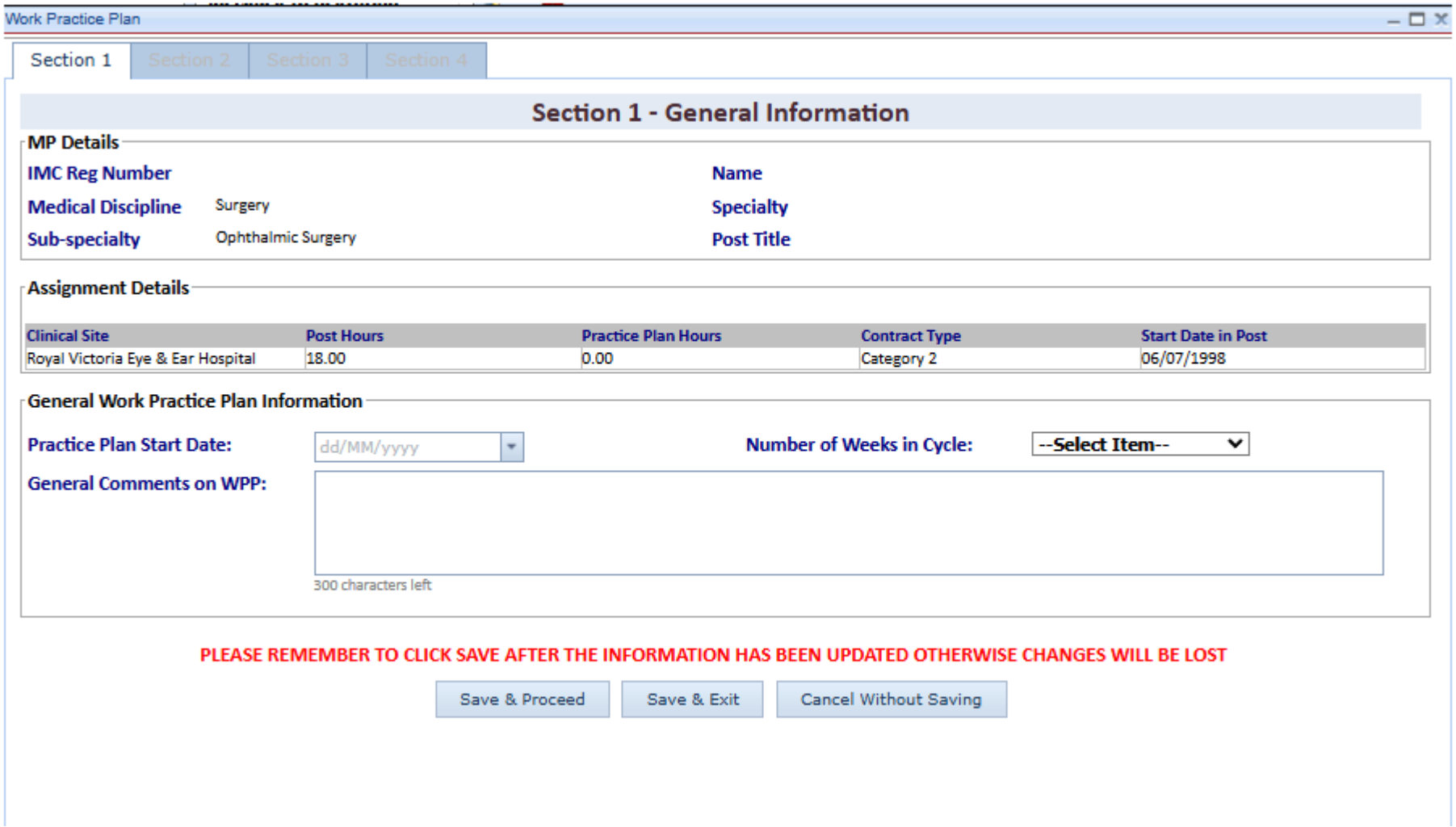


The principal clinical site can add or amend a work practice plan. Any other clinical site linked to the post may view the practice plan.

To add a work practice plan click on add new.



The following screen appears:

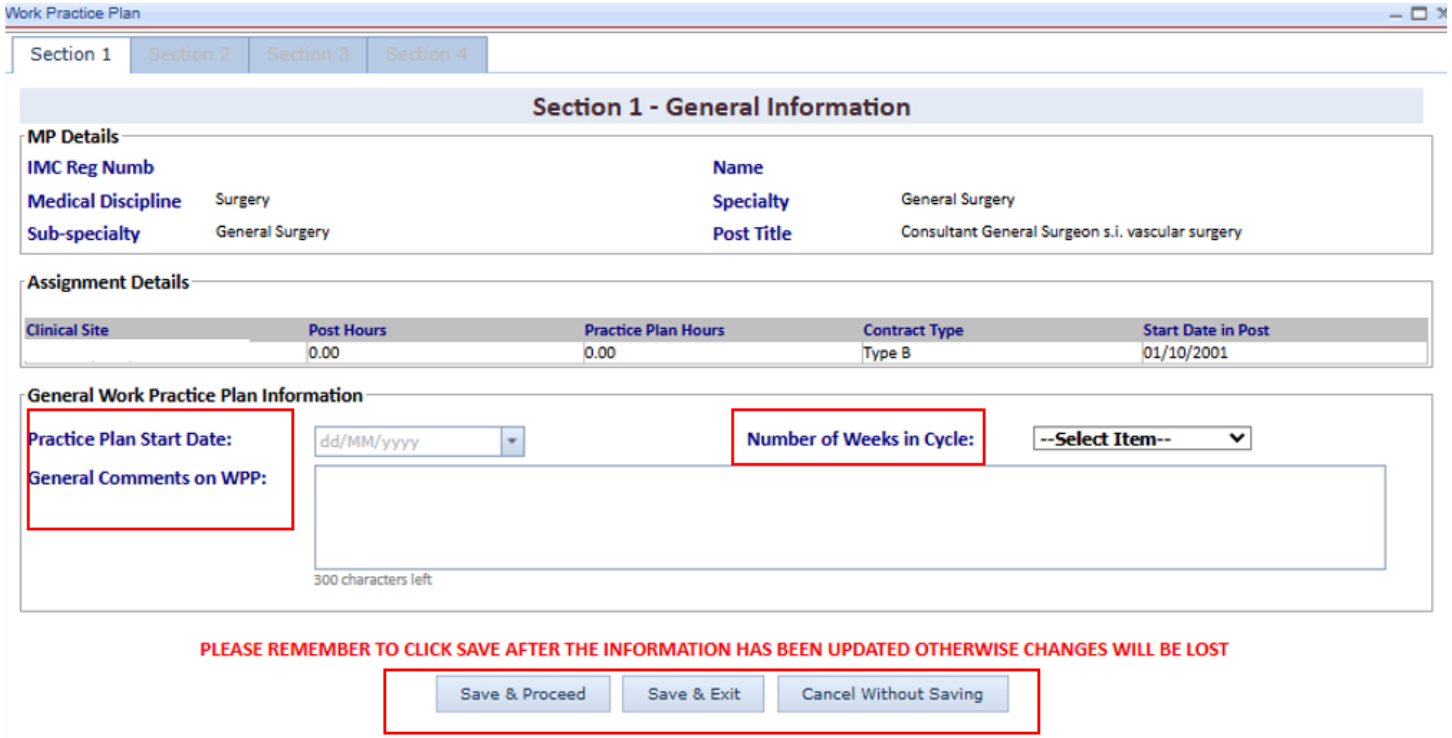


Section 1 – General Work Practice Plan Information.

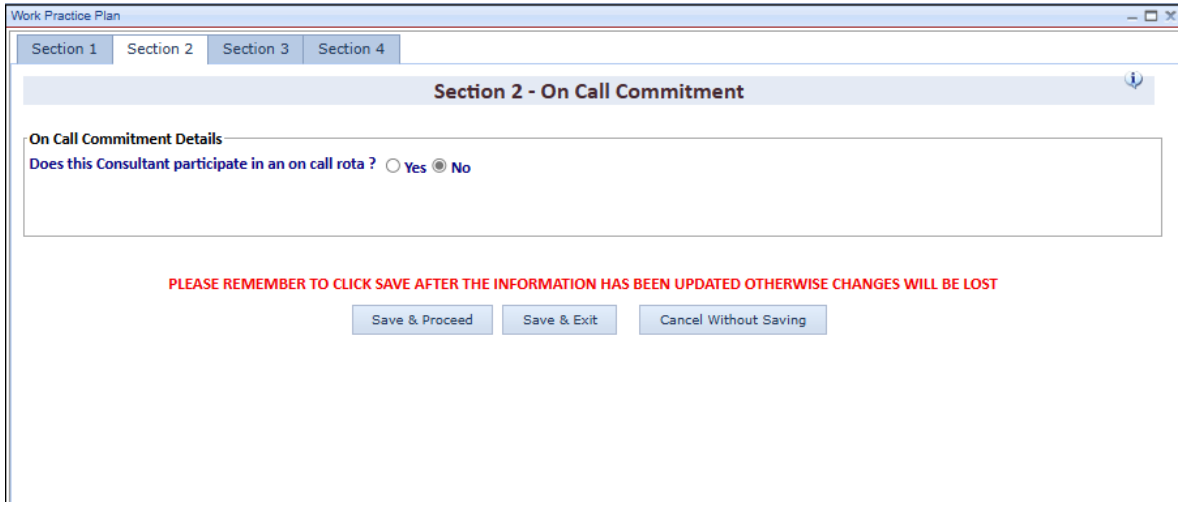
Complete the following fields:

- Practice Plan Start Date – *Work Practice Plans must commence on a Monday.*
- Number of Weeks in Cycle – *Consultants work may vary from week to week, for example they may work one Saturday every four weeks. Please insert the number of weeks of the cycle in this section.*
- General Comments on WPP – *This is a free text box where the user may make any relevant notes.* ***You should note specific details relating to the types of on call rotas that the consultant participates on in this section.***

To save the details entered please ensure that you click 'Save & Exit' or 'Save & Proceed'. If you move between tabs without saving details entered will be lost.

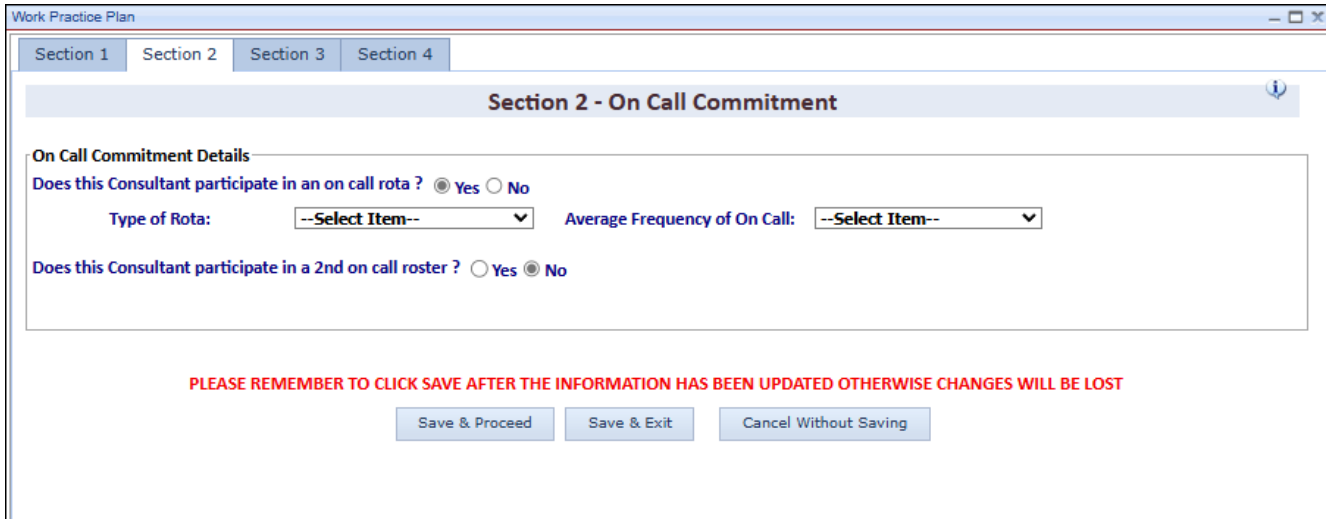


Section 2 – On Call Commitment.



Select if the Consultant participates in an on call rota.

If the user selects ‘yes’ the following screen will appear:



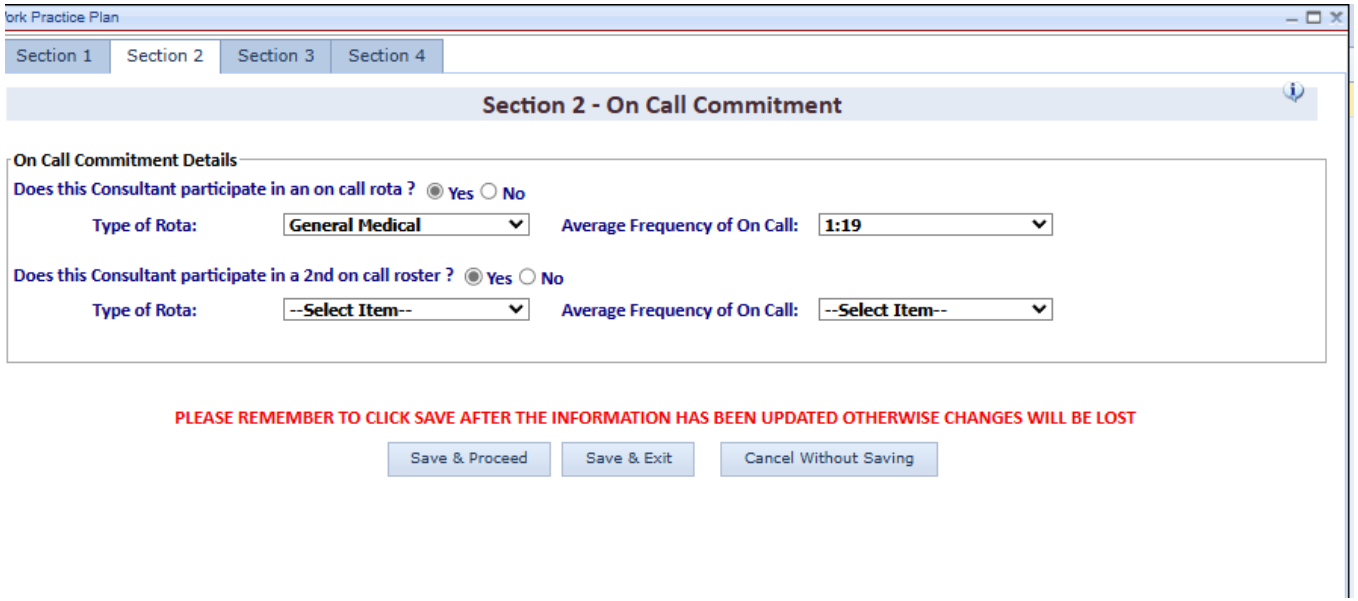
Select the ‘Type of Rota’ from the drop down list and the ‘Average Frequency of On Call’.

If a Consultant participates in an additional on call rota select yes in the section ‘Does the Consultant participate in a 2nd on call rota’.

Complete the ‘Type of Rota’ and the ‘Average Frequency of On Call’ if applicable.

You can note further details regarding the on-call rotas in Section 1 under comments.

To save the details entered please ensure that you click ‘Save & Exit’ or ‘Save & Proceed’. If you move between tabs without saving details entered will be lost.

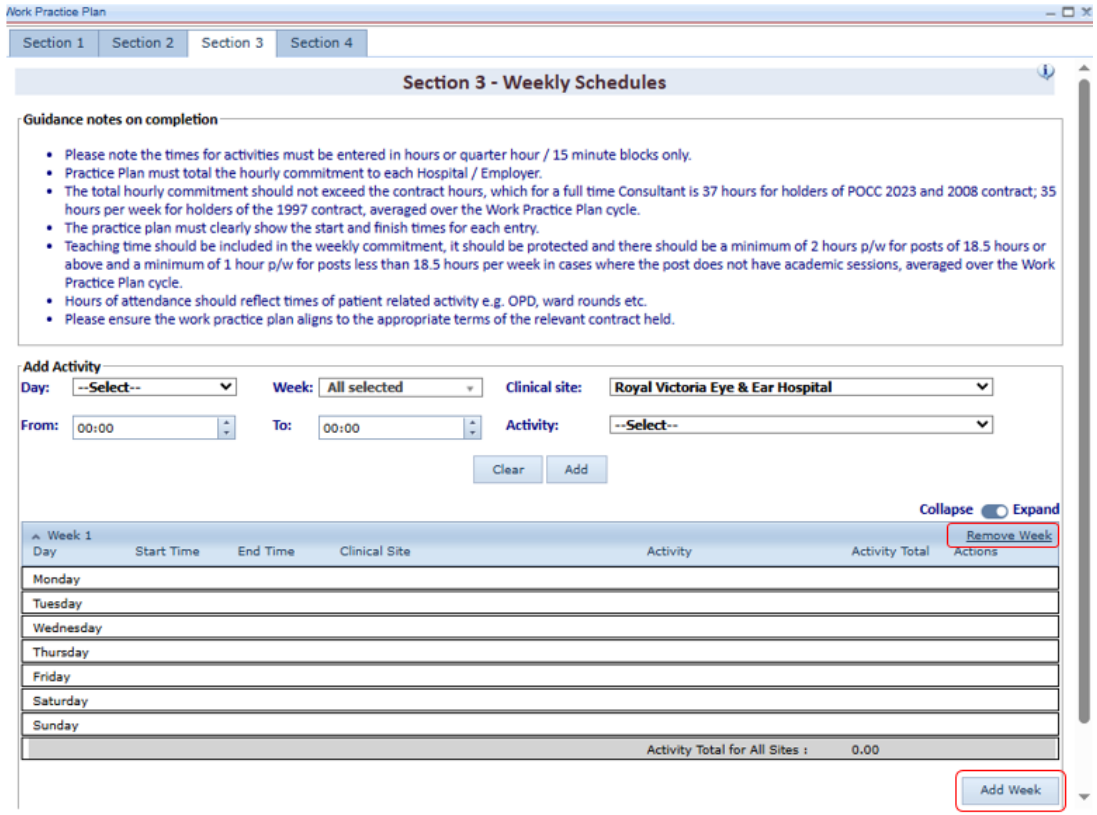


Section 3 – Weekly Schedules

The weekly schedule screen gives detailed guidance notes to the user.

Depending on the number of weeks in the cycle selected in section 1 the relevant number of weeks will appear in the ‘Add Activity’ section.

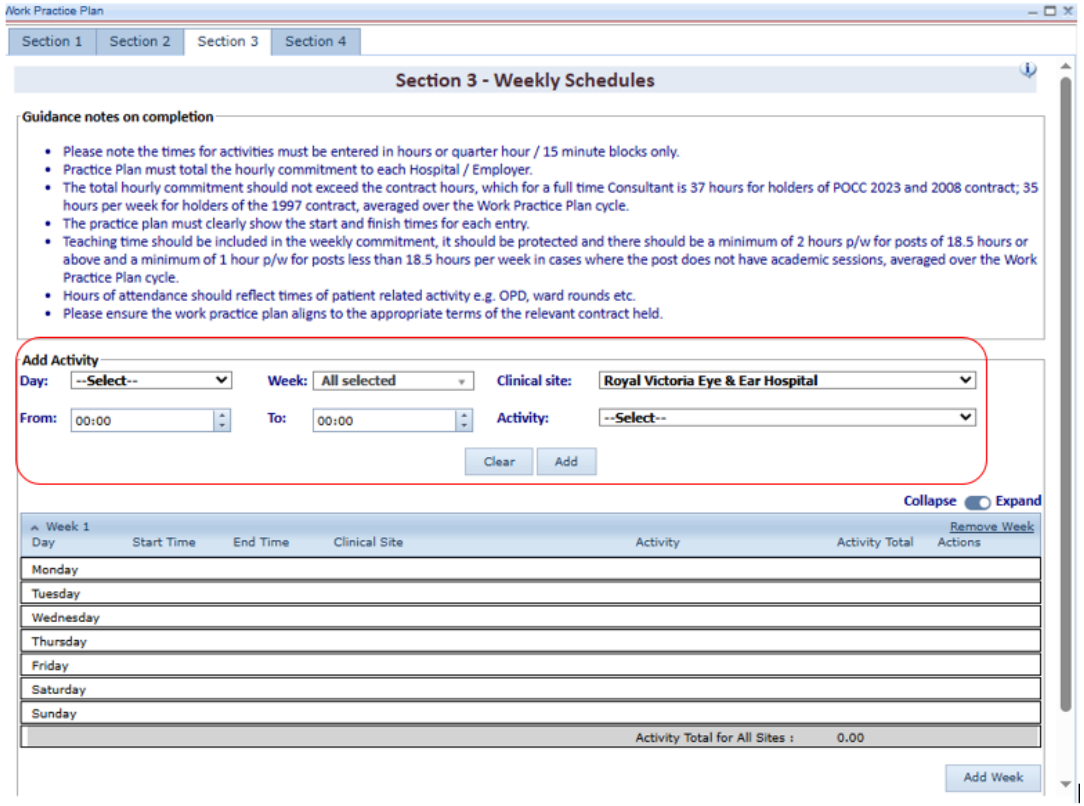
Users can remove a week by clicking on the ‘Remove Week’ button. Users can add a week by clicking on the ‘Add Week’ button. This will amend details regarding the number of weeks in the cycle in Section 1.



Add an Activity to a Work Practice Plan

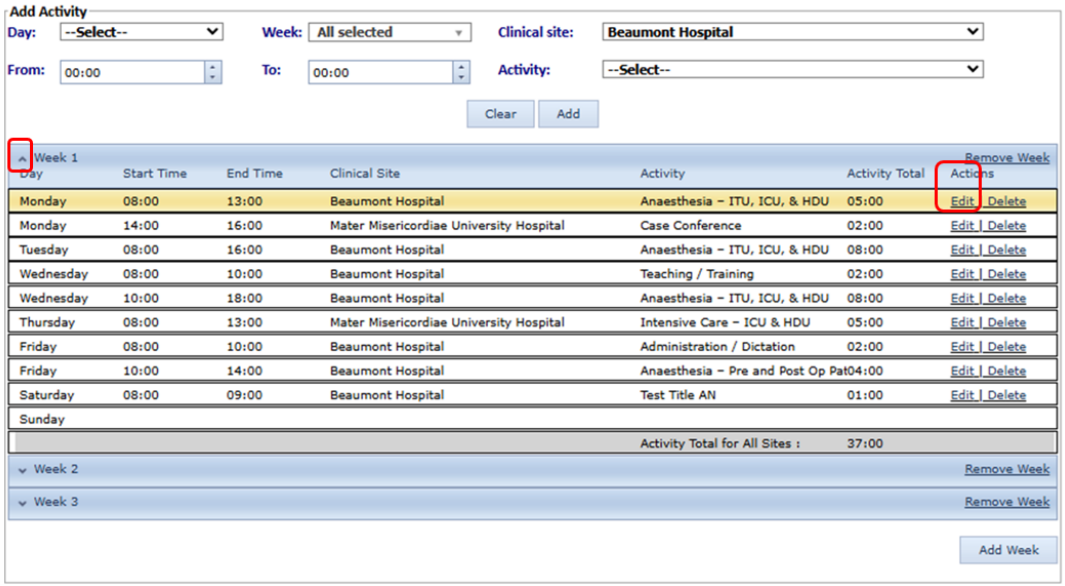
To add an activity select the Day, Week, Clinical Site, Time from, Time to and the activity. Click on the 'Add' button. The activity will save in the relevant week(s). You will have the option in the 'Week' section to set an activity to all weeks in the cycle or to individual weeks in the cycle. You will only be able to enter times in 15/30/45 minute or 1 hour intervals.

To expand an individual week click the down arrow beside the week title. To collapse a week click on the up arrow beside the week title.

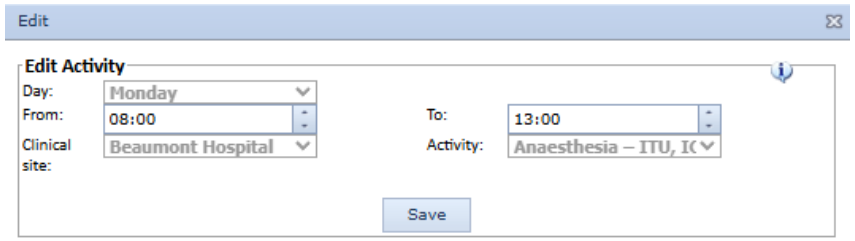


Edit an Activity in a Work Practice Plan

To ‘edit’ individual activities from a week expand that week. Click on the ‘Edit’ button in the action column beside the entry to be edited.

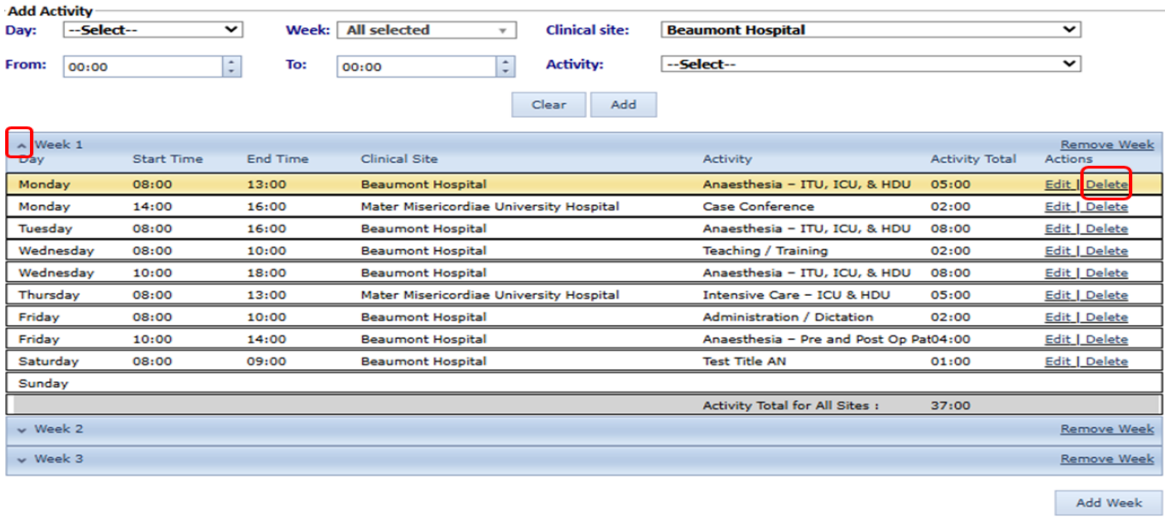


This will allow a user to update the ‘from’ and ‘to’ time of the activity. To update the day, the site or the activity type you must delete the entry and re-enter. Click on the save button to make changes.

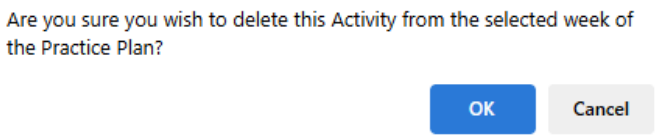


Delete an Entry in a Work Practice Plan

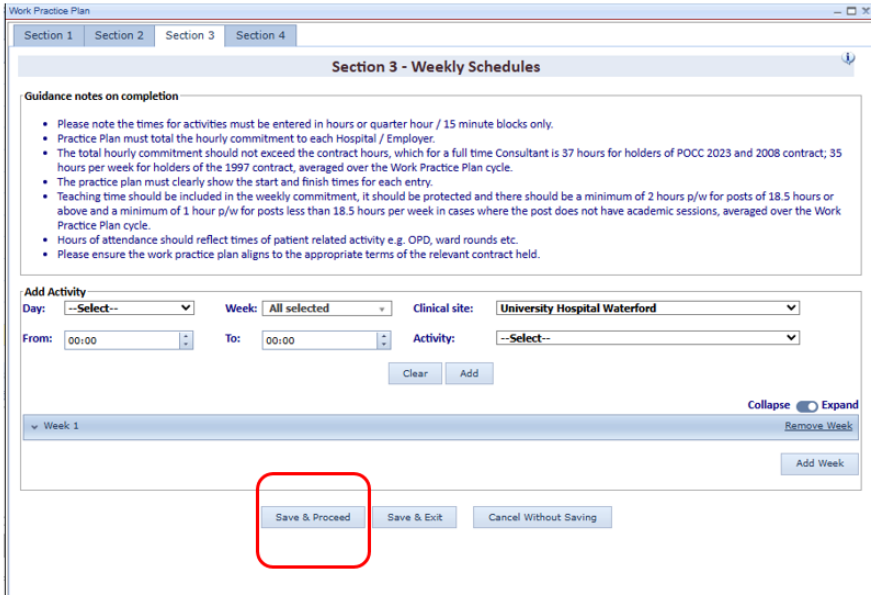
To ‘delete’ individual activities from a week expand that week. Click on the delete button in the action column beside the entry to be deleted.



The following screen will appear:



Click OK to delete the activity. Click cancel and the item will not be deleted. Once the practice plan hours are completed you can then proceed to sign off the Work Practice Plan by clicking the ‘Save and Proceed’ button.



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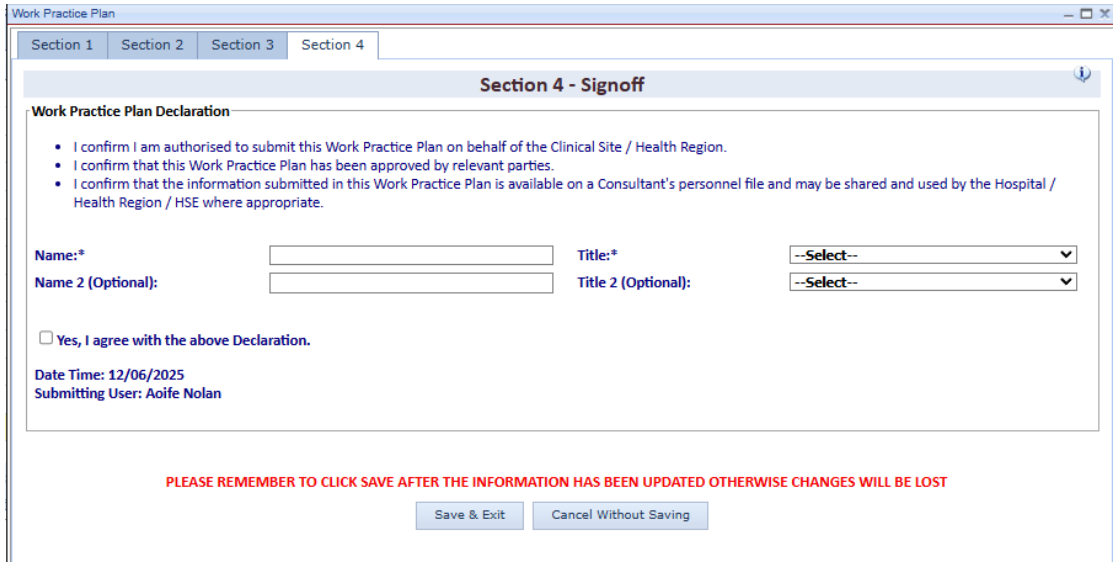
Section 4 - Sign off of Work Practice Plan

To sign off a work practice plan proceed to Section 4. At least one signature and title is required to sign off. An additional signature and title can be added if required.

Check the box ‘Yes, I agree with the above Declaration’.

Click the ‘Save and Exit’ button.

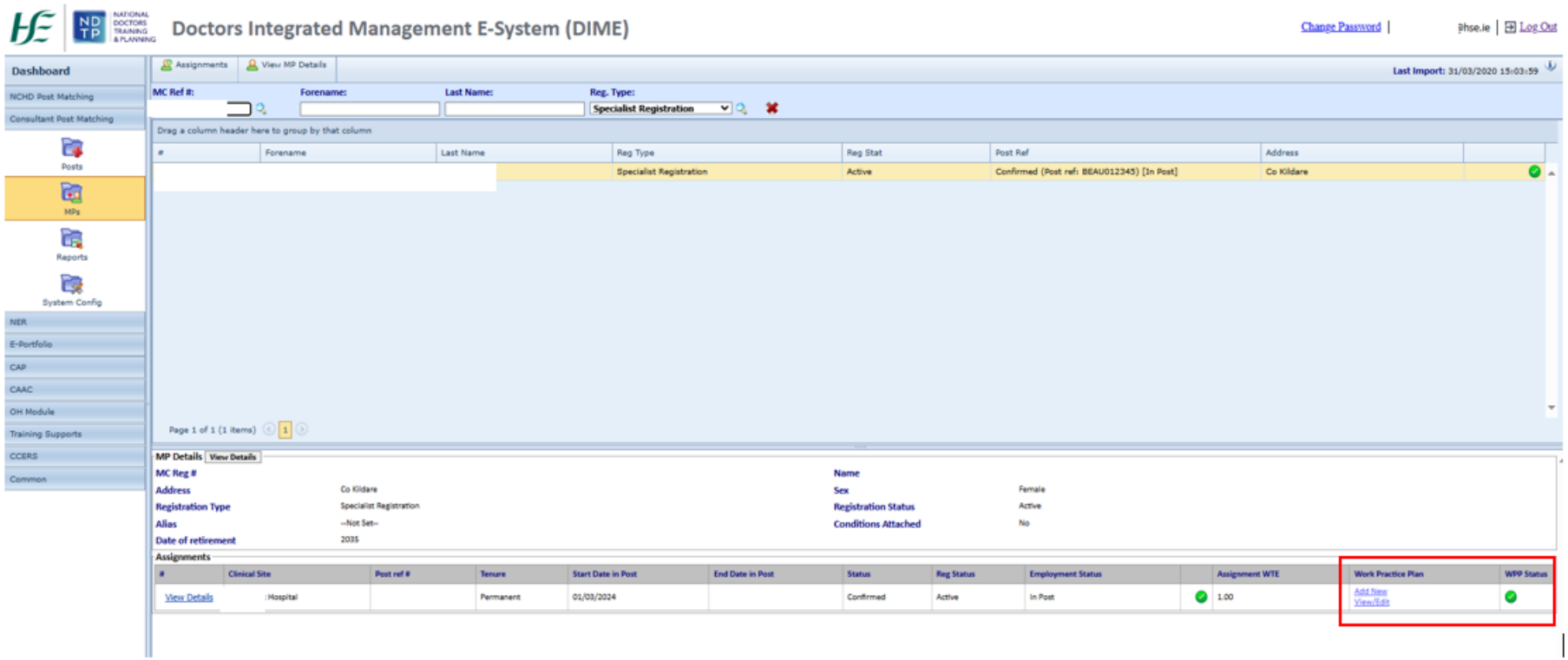
To exit without sign off click on the ‘Cancel Without Saving’ button.



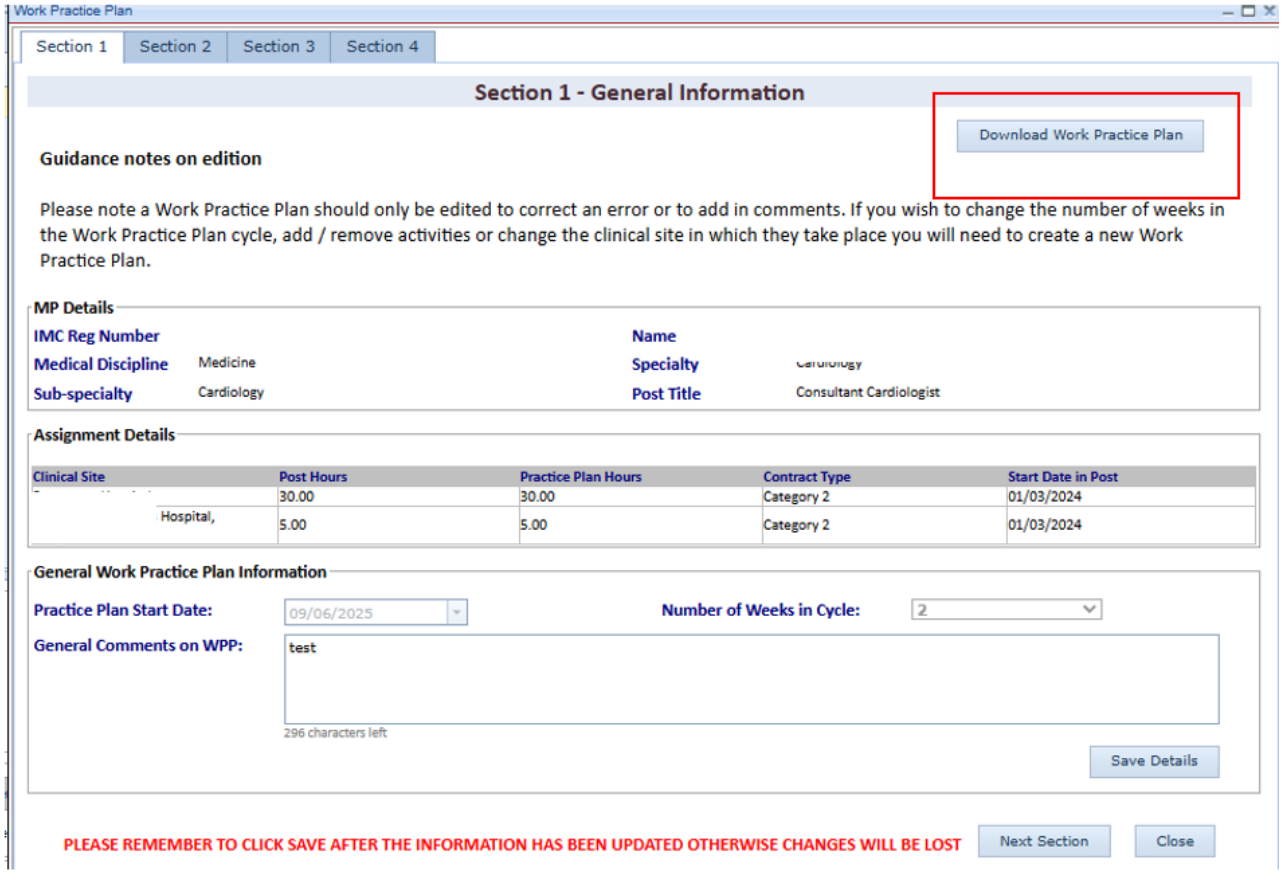
Section 3 – View / Edit a Work Practice Plan

3.1 View a Work Practice Plan

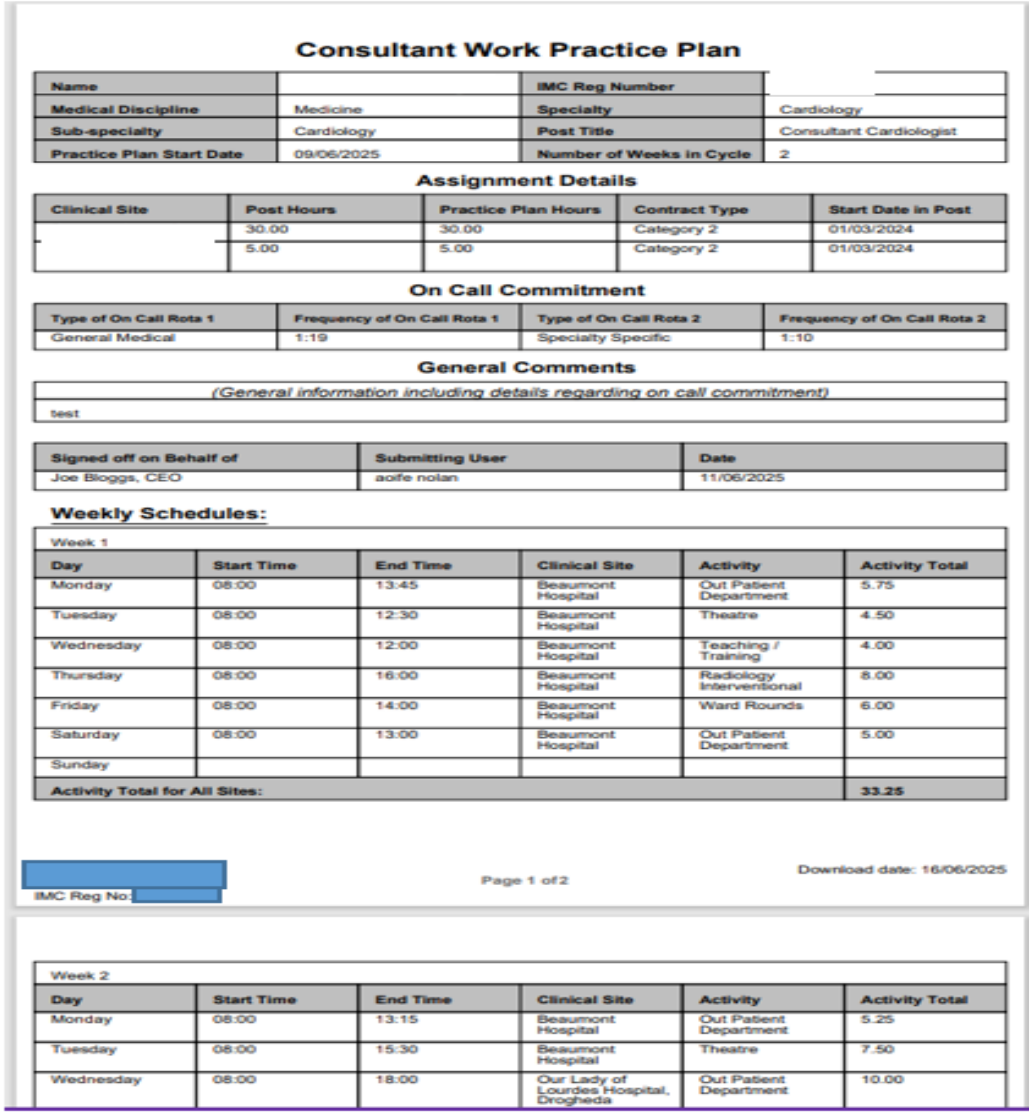
You can view a Consultant Work Practice Plan by searching for a Consultant as outlined in Section 1. If there is a signed off Work Practice Plan in place you will see the following screen, noting that the traffic light symbol in the status column is green and the text change in the WPP column



To View the Work Practice Plan click on View/Edit and the following screen will appear:



You can click through each section to view details of the Work Practice Plan or you can click download Work Practice Plan which will download a PDF version of the plan to your computer's download folder.



Consultant Work Practice Plan

Name		**IMC Reg Number**	
Medical Discipline	Medicine	**Specialty**	Cardiology
Sub-specialty	Cardiology	**Post Title**	Consultant Cardiologist
Practice Plan Start Date	09/06/2025	**Number of Weeks in Cycle**	2

Assignment Details

Clinical Site	Post Hours	Practice Plan Hours	Contract Type	Start Date in Post
	30.00	30.00	Category 2	01/03/2024
	5.00	5.00	Category 2	01/03/2024

On Call Commitment

Type of On Call Rota 1	Frequency of On Call Rota 1	Type of On Call Rota 2	Frequency of On Call Rota 2
General Medical	1:19	Specialty Specific	1:10

General Comments

(General information including details regarding on call commitment)

test

Signed off on Behalf of	Submitting User	Date
Joe Bloggs, CEO	aoife nolan	11/06/2025

Weekly Schedules:

Week 1

Day	Start Time	End Time	Clinical Site	Activity	Activity Total
Monday	08:00	13:45	Beaumont Hospital	Out Patient Department	5.75
Tuesday	08:00	12:30	Beaumont Hospital	Theatre	4.50
Wednesday	08:00	12:00	Beaumont Hospital	Teaching / Training	4.00
Thursday	08:00	16:00	Beaumont Hospital	Radiology Interventional	8.00
Friday	08:00	14:00	Beaumont Hospital	Ward Rounds	6.00
Saturday	08:00	13:00	Beaumont Hospital	Out Patient Department	5.00
Sunday					
Activity Total for All Sites:					**33.25**

[redacted]
IMC Reg No: [redacted]

Page 1 of 2

Download date: 16/06/2025

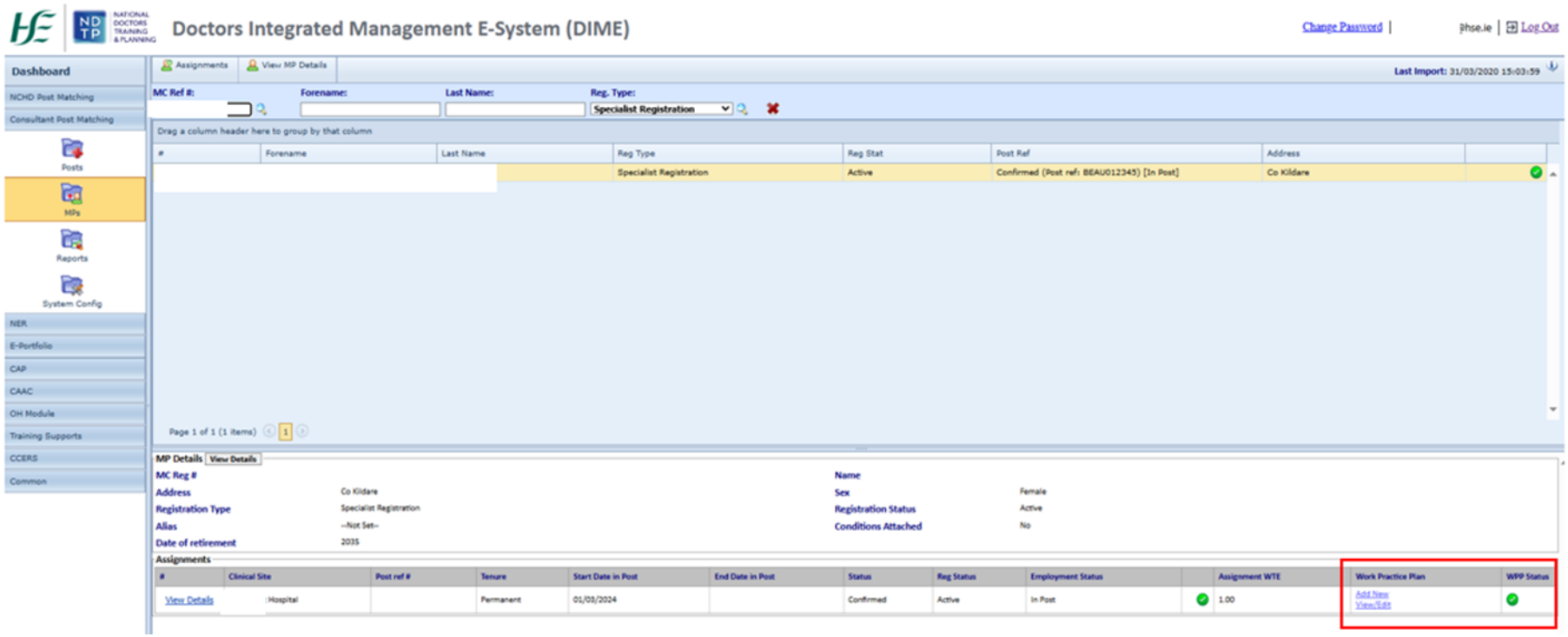
Week 2

Day	Start Time	End Time	Clinical Site	Activity	Activity Total
Monday	08:00	13:15	Beaumont Hospital	Out Patient Department	5.25
Tuesday	08:00	15:30	Beaumont Hospital	Theatre	7.50
Wednesday	08:00	18:00	Our Lady of Lourdes Hospital, Drogheda	Out Patient Department	10.00

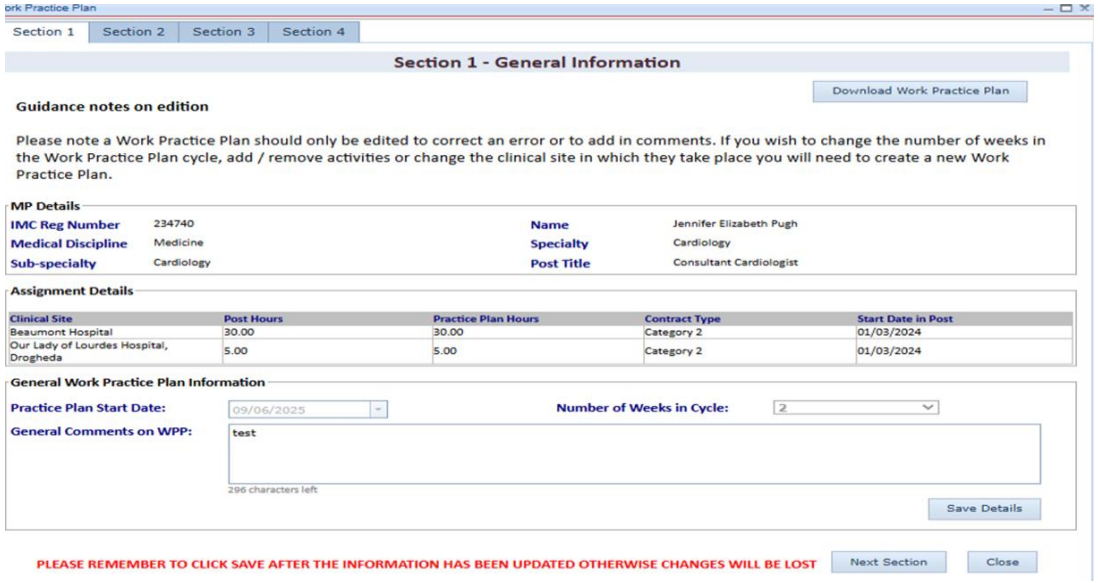
3.2 Edit a Work Practice Plan

It is important to note that a Work Practice Plan should only be edited to add in additional comments or to correct an error. If there is a change to a Consultant's work pattern or a change in activities and times etc. a new work practice plan should be generated.

To edit a work practice plan search for a Consultant in the usual way as outlined in Section 1. Click on Edit/View in the Work Practice Plan column.



The following screen will appear:



Section 1 - users will be able to updated comments only. Users will not be able to update the start date or number of weeks in the cycle.

Click ‘Save Details’ button before moving to the next section.

Section 2 - users will be able to update on call details. Click ‘Save Commitment Details’ in order to save any changes.

Section 3 - users will be able to add new, edit and delete entries in the Work Practice Plan. Users will also be able to remove or add weeks in this section resulting in an update to Section 1 – number of weeks in cycle.

Section 4 – users will be able to update signoff information. Click ‘ Sign off Work Practice Plan’ button in order to save any changes.

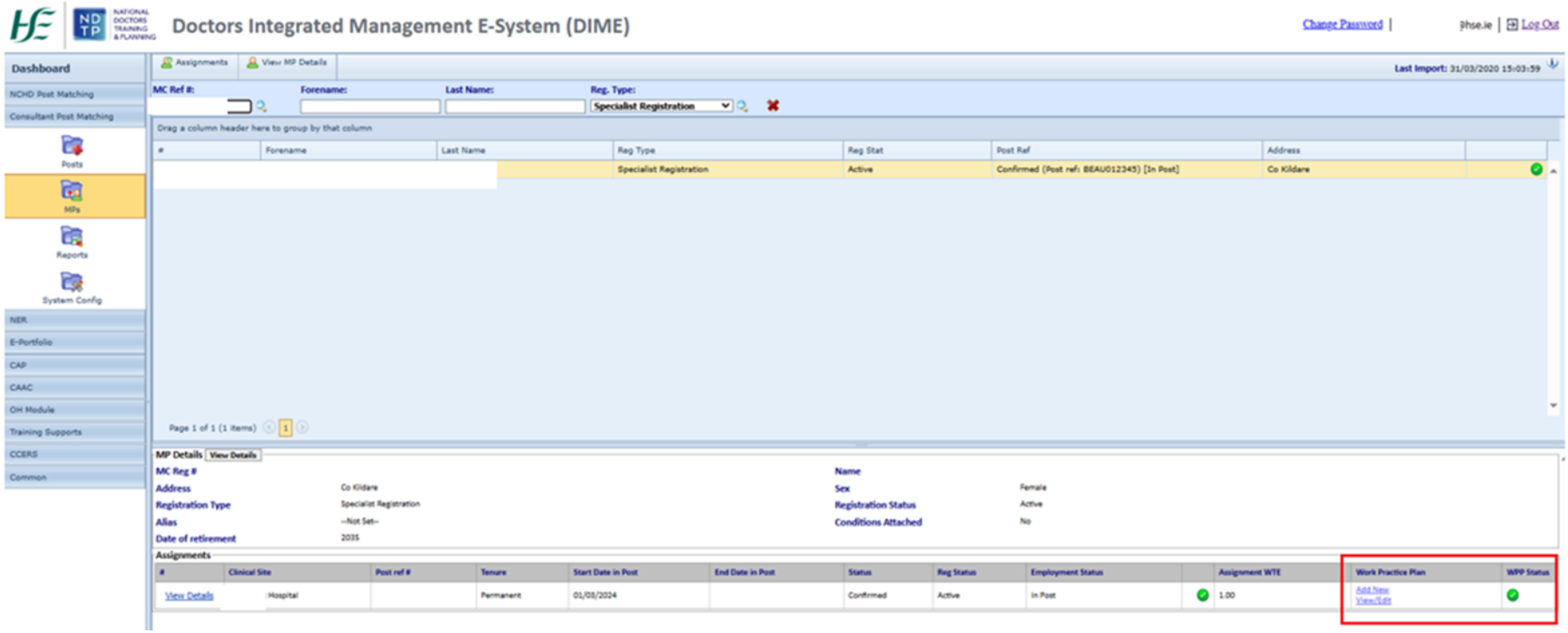
Section 4 – Add a new Work Practice Plan when there is an existing Work Practice Plan in Place

4.1 Add a new Work Practice Plan

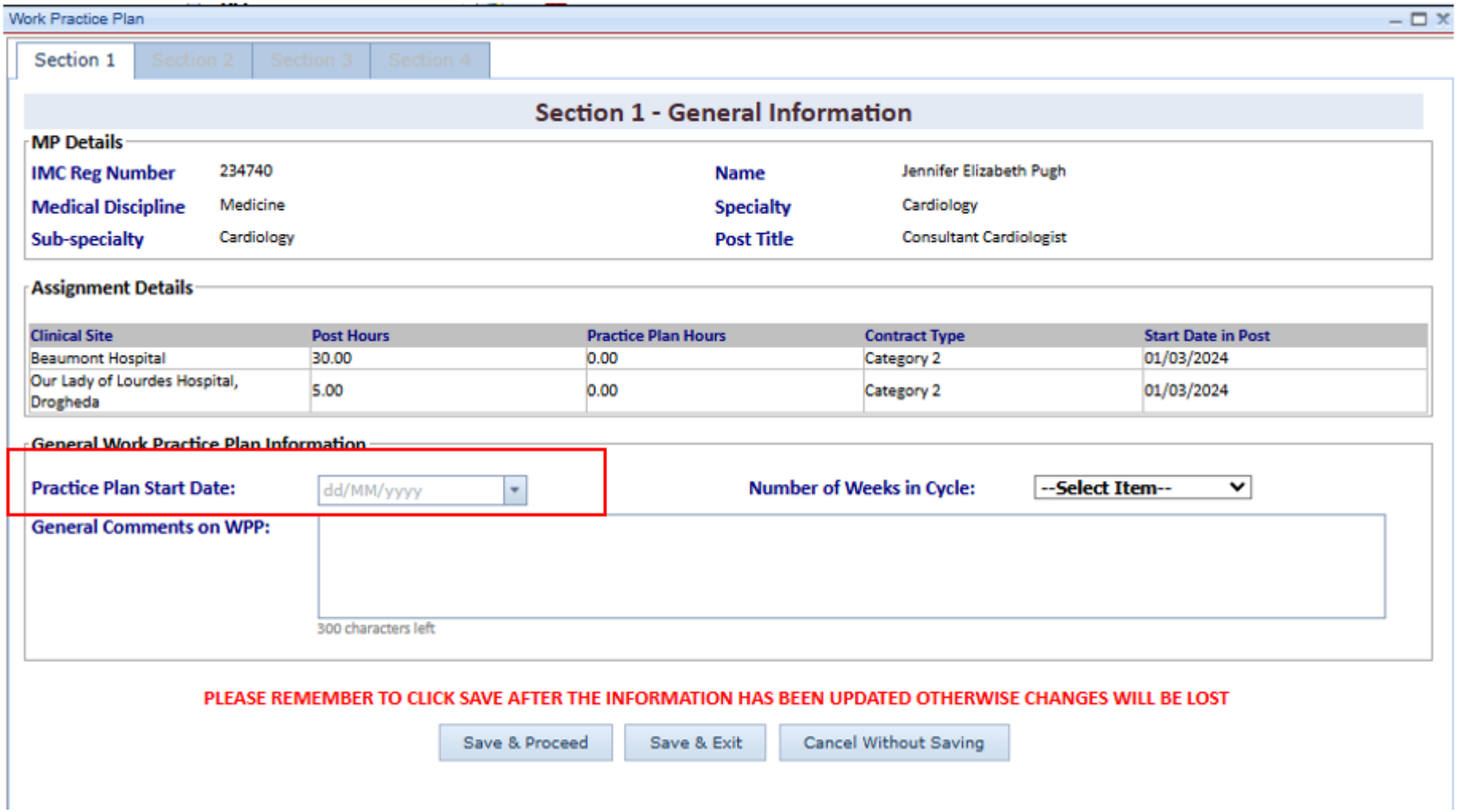
When there are changes to how a Consultant works a new work practice plan will be put in place. The system will keep a record of the previous work practice plan and while this data won't be visible on the user interface, it will be stored in the system for reporting purposes.

To create a new Work Practice Plan search for the Consultant as outlined in section 1.

The following screen appears and click on 'Add New'.



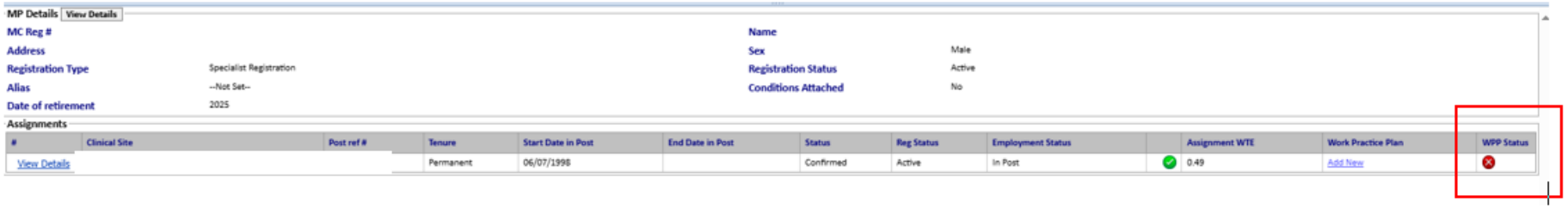
The following screen appears and users can add the new work practice plan as outlined in section 1 of this guide. Please note that is important that the 'Practice Plan Start Date' of the Work Practice Plan should accurately reflect the date that the new work practice plan commences. This is to ensure that date driven reports reflect the activities, dates and time accurately.



Section 5 – Work Practice Plan Status

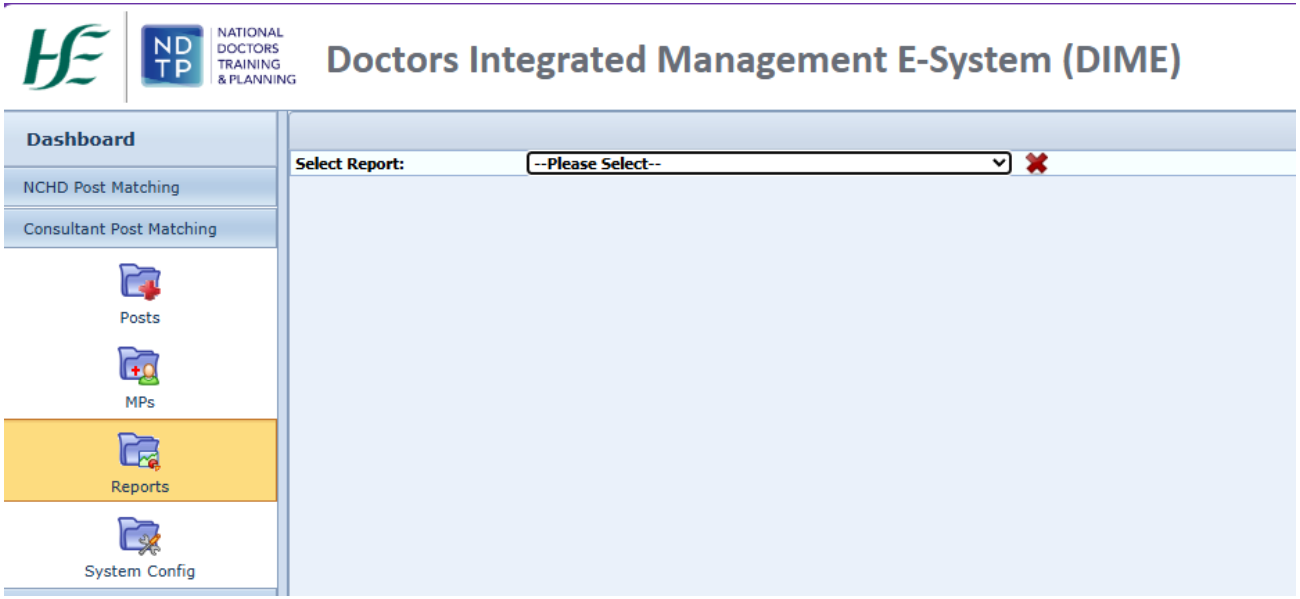
5.1 Traffic Light Symbols

When the user searches for a Consultant there is a WPP status column. This gives the user a visual guide of the status of the Work Practice Plan on DIME.



WPP Status Symbol	Explanation
	There is a signed off and up to date Work Practice Plan in Place
	There is a signed off Work Practice Plan in place but there is a discrepancy between the Practice Plan Hours and the Post Hours in the Assignment details in Section 1 of the Practice Plan
	There is no practice plan in place, or a new Work Practice Plan has been created but not yet signed off.

Section 6 – Reports



6.1 General Work Practice Plans Summary Report

To run the General Work Practice Plans Summary Report go the Reports section in the Consultant Post Matching Module and in the 'Select Report' dropdown and select the item:

- General Work Practice Plan Summary Report

This report gives a summary of specific activities within the Work Practice Plans grouped by Clinical Site, based on weekly schedules that are/were in place in a week commencing on the selected Report Date.

The following filters are available for this report:

- Report Date – Select the date for which the user wants to run the report. A date that falls on Monday can only be selected, other days are disabled. The date selected here means that the report will include all the Consultants who have / had a signed off Work Practice Plan in place on the selected date. The Activity hours included in the report will be totals for the week that starts on the Report Date.
- Health Region –When Health Regions are selected here, the report will only include Consultants post-matched to the Clinical Sites that belong to the selected Health Regions.
- Clinical Site – If there are specific Health Regions selected in the 'Health Region' dropdown, the list narrows down to include only Clinical Sites that belong to the selected Health Regions. When Clinical Sites are selected here, the report will only include Consultants post-matched to the selected Clinical Sites.
- Medical Discipline – When Medical Disciplines are selected here, the report will only include Consultants within these selected Medical Disciplines.
- Specialty –If there are specific Medical Disciplines selected in the 'Medical Discipline' dropdown, the list narrows down to include only Specialties that belong to the selected Medical Disciplines. When Specialties are selected here, the report will only include Consultants within the selected Specialties.
- Sub-specialty – If there are specific Specialties selected in the 'Specialty' dropdown, the list narrows down to include only Sub-specialties that belong to the selected Specialties. When Sub-specialties are selected here, the report will only include Consultants within the selected Sub-specialties.
- Contract Type – When Contract Types are selected here, the report will only include Consultants who hold the selected Contract Types.

Select the report criteria and hit 'view report' button.

The output of this report is as follows:

- Clinical Site – this column outputs the name of the Clinical Site included in the report.
- Count (All) – this column outputs the total number of Consultants included in the report that have assignments in the listed Clinical Site.
- WTE – this column outputs the total WTE of Consultants included in the report that have assignments in the listed Clinical Site.
- Out Patient Department (Hours) – this column outputs the total number of hours of activities categorized as 'Out Patient Department' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Ward Rounds – this column outputs a total number of hours of activities categorized as 'Ward Rounds' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Theatre – this column outputs a total number of hours of activities categorized as 'Theatre' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Diagnostics – this column outputs a total number of hours of activities categorized as 'Diagnostics' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Other Clinical Activity – this column outputs a total number of hours of activities categorized as 'Other Clinical Activity' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Total Saturday Hours – this column outputs the total number of hours for all activities set for Saturday in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Saturday Hours Out Patient Department – this column outputs a total number of Saturday hours of activities whose 'Category' is 'Out Patient Department' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Saturday Hours Ward Rounds – this column outputs a total number of Saturday hours of activities whose 'Category' is 'Ward Rounds' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Saturday Hours Theatre – this column outputs a total number of Saturday hours of activities whose 'Category' is 'Theatre' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Saturday Hours Diagnostics – this column outputs a total number of Saturday hours of activities whose 'Category' is 'Diagnostics' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.

- Saturday Hours Other Clinical Activity – this column outputs a total number of Saturday hours of activities whose 'Category' is 'Other Clinical Activity' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours – this column outputs the total number of hours for all activities set for Sunday in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Out Patient Department – this column outputs a total number of Sunday hours of activities whose 'Category' is 'Out Patient Department' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Ward Rounds – this column outputs a total number of Sunday hours of activities whose 'Category' is 'Ward Rounds' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Theatre – this column outputs a total number of Sunday hours of activities whose 'Category' is 'Theatre' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Diagnostics – this column outputs a total number of Sunday hours of activities whose 'Category' is 'Diagnostics' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Other Clinical Activity – this column outputs a total number of Sunday hours of activities whose 'Category' is 'Other Clinical Activity' that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Extended Hours (Mon-Fri) Total – this column outputs the total number of Monday to Friday hours for all activities in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date that fall between 6 p.m. and 10 p.m.
- Extended Hours (Mon-Fri) 6 – 8 p.m. – this column outputs the total number of Monday to Friday hours for all activities in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date that fall between 6 p.m. and 8 p.m.
- Extended Hours (Mon-Fri) 8 – 10 p.m. – this column outputs the total number of Monday to Friday hours for all activities in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date that fall between 8 p.m. and 10 p.m.
- Count of Consultants Working Saturday – this column includes the total number of Consultants assigned to the listed Clinical Site that work Saturday hours in the reported week.
- Count of Consultants Working Sunday – this column includes the total number of Consultants assigned to the listed Clinical Site that work Sunday hours in the reported week.
- Count of Consultants Working Extended Hours – this column includes the total number of Consultants assigned to the listed Clinical Site whose schedules include hours falling between 6 p.m. and 10 p.m. in the reported week.

6.2 Work Practice Plan Compliance Report

To run the Work Practice Plan Compliance Report go the Reports section in the Consultant Post Matching Module and in the 'Select Report' dropdown and select the item:

- Work Practice Plan Compliance Report

This report provides a calculation of the percentage of Consultants who have a signed off Work Practice Plan in place grouped by Clinical Site.

The following filters are available for this report:

- Report Date – Select the date for which the user wants to run the report. A date that falls on Monday can only be selected, other days are disabled. The date selected here means that the report will include all the Consultants who have / had a signed off Work Practice Plan in place on the selected date. The Activity hours included in the report will be totals for the week that starts on the Report Date.
- Health Region –When Health Regions are selected here, the report will only include Consultants post-matched to the Clinical Sites that belong to the selected Health Regions.
- Clinical Site – If there are specific Health Regions selected in the 'Health Region' dropdown, the list narrows down to include only Clinical Sites that belong to the selected Health Regions. When Clinical Sites are selected here, the report will only include Consultants post-matched to the selected Clinical Sites.
- Medical Discipline – When Medical Disciplines are selected here, the report will only include Consultants within these selected Medical Disciplines.
- Specialty –If there are specific Medical Disciplines selected in the 'Medical Discipline' dropdown, the list narrows down to include only Specialties that belong to the selected Medical Disciplines. When Specialties are selected here, the report will only include Consultants within the selected Specialties.
- Sub-specialty – If there are specific Specialties selected in the 'Specialty' dropdown, the list narrows down to include only Sub-specialties that belong to the selected Specialties. When Sub-specialties are selected here, the report will only include Consultants within the selected Sub-specialties.

Select the report criteria and hit 'view report' button.

The output of this report is as follows:

- Clinical Site – this column outputs the name of the Clinical Site included in the report.
- Number of Consultants Post-matched – this column outputs the total number of Consultants who are post-matched to the corresponding Clinical Site.
- Number of Consultants with Practice Plan – this column outputs the Number of Consultants post-matched to the corresponding Clinical Site that have a signed off Work Practice Plan in place on the Report Date.
- Compliance % - this column calculates the compliance percentage according to the following formula:

  Number of Consultants with Practice Plan x 100% / Number of Consultants Post-matched

The last row on the report will output totals for Number of Consultants Post-matched and Consultants with Practice Plan and for the Compliance % column the total compliance will be calculated using the following formula:

Total Number of Consultants with Practice Plan in All Clinical Sites x 100% / Total Number of Consultants Post-matched in All Clinical Sites

6.3 Work Practice Plan Compliance by MP Report

To run the Work Practice Plan Compliance by MP Report go the Reports section in the Consultant Post Matching Module and in the 'Select Report' dropdown and select the item:

- Work Practice Plan Compliance by MP Report

This report provides information on individual Consultants and the status of their Work Practice Plan on DIME.

The following filters are available for this report:

- Report Date – Select the date for which the user wants to run the report. A date that falls on Monday can only be selected, other days are disabled. The date selected here means that the report will include all the Consultants who have / had a signed off Work Practice Plan in place on the selected date. The Activity hours included in the report will be totals for the week that starts on the Report Date.
- Health Region –When Health Regions are selected here, the report will only include Consultants post-matched to the Clinical Sites that belong to the selected Health Regions.
- Clinical Site – If there are specific Health Regions selected in the 'Health Region' dropdown, the list narrows down to include only Clinical Sites that belong to the selected Health Regions. When Clinical Sites are selected here, the report will only include Consultants post-matched to the selected Clinical Sites.
- Medical Discipline – When Medical Disciplines are selected here, the report will only include Consultants within these selected Medical Disciplines.
- Specialty –If there are specific Medical Disciplines selected in the 'Medical Discipline' dropdown, the list narrows down to include only Specialties that belong to the selected Medical Disciplines. When Specialties are selected here, the report will only include Consultants within the selected Specialties.
- Sub-specialty – If there are specific Specialties selected in the 'Specialty' dropdown, the list narrows down to include only Sub-specialties that belong to the selected Specialties. When Sub-specialties are selected here, the report will only include Consultants within the selected Sub-specialties.

Select the report criteria and hit 'view report' button.

The output of this report is as follows:

- Clinical Site – this column outputs the name of the Clinical Site included in the report.
- Health Region – this column outputs the Health Region to which the listed Clinical Site belongs.
- Surname – this column outputs the Last Name of the Consultant post-matched to the listed Clinical Site.
- Forename – this column outputs the First Name of the Consultant post-matched to the listed Clinical Site.
- MC Ref. No – this column outputs the Consultant's IMC registration number..

- Post Title – this column displays the post title as saved in ‘Post Title’ field in Details 1 section of the post associated with the Consultant’s assignment.
- Medical Discipline – this column outputs the Consultant’s Medical Discipline associated with the assignment in the listed Clinical Site.
- Specialty – this column outputs the Consultant's Specialty associated with the assignment in the listed Clinical Site.
- Sub-specialty - this column outputs the Sub-specialty associated with the assignment in the listed Clinical Site.
- Contract Type - this column outputs the Contract Type associated with the assignment in the listed Clinical Site.
- Tenure - this column outputs the Tenure associated with the assignment in the listed Clinical Site.
- WTE - this column outputs the WTE associated with the assignment in the listed Clinical Site.
- Work Practice Plan – this column is color-coded and displays the following values:
    - Yes – a field shaded green if the listed Consultant has/had a signed-off Practice Plan in place on the report date.
    - Requires Update – a field shaded amber if the listed Consultant has a signed-off Practice Plan in place on the report date but there is a discrepancy between Post Hours and Practice Plan Hours.
    - No – a field shaded red if the listed Consultant does not have / did not have a signed-off Practice Plan in place on the report date.